

MEDIA EMERGENCY FORUM

JOINT GLOSSARY OF OFFICIAL AND MEDIA TERMS AND ACRONYMS

AUGUST 2004

WORKING WITH THE NEWS CO-ORDINATION CENTRE, CABINET OFFICE

A GLOSSARY OF TERMS FOR USE BY NCC STAFF AND MEDIA COVERING A MAJOR OR CATASTROPHIC INCIDENT IN THE UK

1. The need for this glossary was identified by staff working in the Cabinet Office News Co-ordination Centre and the media they dealt with on a daily basis while covering a series of major events over recent years – including Foot and Mouth, the firefighters' dispute, the Queen Mother's funeral and the Golden Jubilee.
2. It has been obvious that neither side is sufficiently fluent in the jargon of the other. This is particularly so for those staff who have been brought in specially as additional cover, who may never have had experience of working with the emergency planning side of government or arranging media facilities.
3. The glossary has been prepared under the auspices of the Media Emergency Forum, an ad hoc group of senior media editors, government representatives, local authority emergency planners, emergency services, police and private industry set up several years ago to consider media issues arising from civil emergencies.
4. Its contents are drawn from a number of government documents, including other glossaries, but it does not claim to be absolutely comprehensive. There are many other glossaries available which may also be useful, including some covering very specialist areas of work. Links to others we know of are included at the end of the document.
5. The document is a living one and we will go on adding to it as and when necessary. Users with comments or suggestions for additional material should contact **ukrwebmaster@cabinet-office.x.gsi.gov.uk**.
6. All material in this glossary is already in the public domain.
7. Thanks are due to George Eykyn, formerly of the BBC, who prepared this glossary while on secondment to the GICS Operation Unit in Cabinet Office, and media and Whitehall colleagues who advised and assisted.

AUGUST 2004

TERMS USED BY GOVERNMENT AGENCIES

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X-Z](#)

[Terms specific to Wales](#)

[Terms used by the media](#)

A

Absorbed dose (Radiation): The amount of energy passed to a mass such as human tissue, by ionizing radiation. Measured in Grays (Gy). In assessing someone's exposure to radiation over time, the term *accumulated dose* may also be used.

Absorbed dosage (Chemical): The amount of a toxic chemical that has entered the body through inhalation, ingestion or adsorption through the skin

ACCOLC: ACCess OverLoad Control. A management facility to enable access to the mobile telephone networks to be restricted to those essential users having a public safety role at the scene of an incident. Registered essential users are provided with an ACCOLC enabled SIM card. The restriction is applied by the mobile telephone providers at a cellular level over the area of the incident. Users outside of the access restricted area do not need to be ACCOLC registered in order to communicate with registered users within the area.

ACPO: Association of Chief Police Officers. <http://www.acpo.police.uk/>

Aerosol: When particles containing a biological or solid chemical agent are dispersed in the air so they can be inhaled, the agent is said to have been aerosolised. Aerosols can be produced by milling solids or by spraying solutions or liquid suspensions of agents. (see also **Milling**)

AHGC: Ad Hoc Group on Communications. Ministerial group looking at communications issues across the counter-terrorism and resilience agenda. It includes Ministers from the Cabinet Office, Home Office and ODPM.

AIRWAVE: the first nationwide digital communication service designed for the police forces of England, Wales and Scotland. It is set to replace the current analogue radio network in 2005. [www.pito.org.uk/what we do/communications/airwave.htm](http://www.pito.org.uk/what_we_do/communications/airwave.htm)

Alert: The second stage in the escalating scale of official terms used by Government agencies in describing the security situation to the public. More than a generalised need for awareness (**Threat**), an Alert is issued when there is a need for particular public vigilance and readiness to take specific action. The third level would be **Warning**, which is used on occasions when there is specific intelligence about a time and place, and when the authorities need to take action to protect people's safety.

Ambulance Incident Officer (AIO): Responsible for work of the ambulance crews at a major incident. Works in close liaison with the Medical Incident Officer (MIO) to ensure effective use of the medical and ambulance resources at the scene.

Ambulance Loading Point: An area, preferably hard standing, in close proximity to the Casualty Clearing Station, where ambulances can be manoeuvred and patients

placed in ambulances for transfer to hospital. Helicopter landing provision may also be needed.

Ambulance Safety Officer: The officer responsible for monitoring operations and ensuring safety of personnel working under her/his control within the inner cordon at a major incident site. Liaises with safety officers from other emergency services.

Ambulance Service Association (ASA): Umbrella organisation to which all public sector ambulance services in the UK belong. www.asa.uk.net/

Ante mortem data: Information obtained from family, friends, etc. about a person who is believed to be among the deceased.

Ante mortem team: Officers responsible for liaising with the next of kin on all matters relating to the identification of the deceased.

Antidote: Any substance or other agent that inhibits or counteracts the effects of a poison or toxin.

APPRO: Association of Police Press Officers

ATO: Ammunition Technical Officer. Another term used to describe bomb disposal staff.

Atropine: An alkaloid used as an antidote for nerve agent poisoning. It inhibits the action of acetylcholine at the nerve/muscle junction, protecting nervous function.

Autoclaving: The use of steam under pressure to sterilize objects contaminated with micro-organisms like, for example, surgical instruments or other equipment which could be re-used.

AWE: Atomic Weapons Establishment, Aldermaston. AWE covers the full cycle of nuclear weapons technology, from initial concept through to decommissioning and disposal. www.awe.co.uk/

B

Bellwin Scheme: Discretionary scheme for providing central Government funding to affected local authorities in exceptional circumstances like a major emergency. Administered by the Office of the Deputy Prime Minister. www.odpm.gov.uk/

Biological Weapon / Biological Warfare (BW): A military system that intentionally uses bacteria (eg Anthrax), viruses (eg Ebola) or toxins (eg Ricin) to cause death or disease in people, animals or plants. BW is the combination of a biological agent and the means of keeping that agent alive and virulent; delivery to where it will be dispersed; and a dissemination mechanism. Terms used to describe biological warfare agents include: *virulence*, *infectivity*, *stability*, and whether *weaponised*. The three main methods of human infection are: *pulmonary*, *cutaneous*, and *gastrointestinal*.

Body holding area / Body collection point: An area close to the scene where the dead can be temporarily held until transfer to the temporary mortuary or mortuary.

Bronze: Operational commander, deployed to scene of incident. Manages “hands-on” work at the scene of the incident. Reports to **Silver** (tactical commander), who in turn reports to **Gold** (strategic commander). Terminology normally used by the

police, but often replicated by other agencies. Technically, Gold, Silver and Bronze refer to **function, not rank** – in the earliest stages of reaction to an incident more than one function may be taken on by one individual.

C

CAA: Civil Aviation Authority. www.caa.co.uk/

Capabilities Programme: The core framework through which the Government is seeking to build **Resilience** across all parts of the United Kingdom. It consists of 17 **Capability** workstreams.

Three of these are structural, dealing with the national, regional and local response capabilities.

Five workstreams relate to the maintenance of essential services: food, water, fuel, transport, health, financial services.

The other nine are functional: assessment of risks/consequences; **CBRN** resilience; human infectious diseases; animal/plant infectious diseases; mass casualties; mass fatalities; mass evacuation; site clearance; warning/informing the public.

Capability: Originally a military term which includes the aspects of personnel, equipment, training, planning and operational doctrine. Now used to mean a demonstrable capacity to respond and recover from a particular threat or hazard.

Cascade: System of information or alert or call-out, whereby one person or organisation calls others, who in turn pass on the information and the process is multiplied.

Casualty Bureau: Central contact point for information and records relating to casualties or evacuees. Usually run by the police.

Casualty Clearing Officer

The ambulance officer who, in liaison with the Medical Incident Officer, ensures an efficient patient throughput at the Casualty Clearing Station.

Casualty Clearing Station: Area set up by ambulance crews and the Medical Incident Officer (MIO) to assess, triage and treat casualties, and organise their evacuation.

CBRN: Chemical, Biological, Radiological & Nuclear. Chemical, biological and radiological incidents involve both the release of the corresponding material and threats, hoaxes and false alarms. A nuclear incident would involve the detonation of a nuclear weapon or an improvised nuclear device.

CCDC: Consultant in Communicable Disease Control. A medically qualified consultant, professionally responsible for a defined population, who is appointed by a local authority to exercise powers under the Public Health (Control of Diseases) Act 1984 and the Public Health (Infectious Diseases) Regulations 1988.

Chemet: Scheme run by the Met Office, providing information on weather conditions as they affect an incident involving hazardous chemicals.

www.metoffice.com/publicsector/emarc/pollution.html Also see **Plume modelling**.

Chemical Agent Monitor (CAM): Device to detect the presence of chemical warfare agents. The latest versions can discriminate between nerve and blister agent. Looks like this: www.fas.org/man/dod-101/sys/land/icam.htm

Chemical contamination: Liquid (that can be absorbed via skin), vapour (which can be inhaled, or absorbed via the eyes etc), or powder (that can be ingested or inhaled). Terms used to characterise chemical contamination include: *persistent/non-persistent* (how long the agent remains present), *volatility*, *liquid* or *vapour* hazard.

Chemical Warfare Agents: A group of chemicals used militarily to kill or incapacitate personnel in the armed forces. Chemical Warfare (CW) agents generally fall into one of these groups:

Nerve agents (eg VX, Sarin)

Blood agents (eg Hydrogen Cyanide)

Blister agents, also known as Mustard agents

Choking agents (eg Chlorine, Phosgene)

Exotic agents or Incapacitants (eg BZ)

Civil Contingencies Committee (CCC): Committee of Ministers, chaired by Home Secretary, convened so Government can oversee a major emergency and safeguard provision of essential supplies and services. Representatives of the relevant emergency services and agencies also attend.

Civil Contingencies Reaction Force (CCRF): Fourteen such forces are being created, each with around 500 personnel. The aim of the CCRF is to make it simpler for the authorities and emergency services in each region to get the rapid support they need from the armed forces.

www.army.mod.uk/15brigade/Civil_Contingency_Reaction_Force.htm

Civil Contingencies Secretariat (CCS): Team at the Cabinet Office which co-ordinates the national response, involving different departments and agencies, to disruptive challenges and crises. Supports the Civil Contingencies Committee.

www.ukresilience.info/role.htm

COBR: Cabinet Office Briefing Rooms, activated by the Defence and Overseas Secretariat in the Cabinet Office as a base for the Lead Government Department to co-ordinate the response to Level 2 and 3 incidents.

www.ukresilience.info/lead.htm#lqd

Cold Zone: Area around an incident which is deemed free of risk from, e.g., contamination.

Collective Protection (COLPRO): A unit with in-built air filtration designed to give NBC protection to a group of people. Colpro can be provided in permanent structures, such as a building, or can be temporary, e.g. within a tent made from chemically resistant material.

COMAH sites: Industrial sites which are subject to Control of Major Accident Hazards Regulations. They apply mainly to the chemical industry, but also to some storage, explosives and nuclear sites, and other facilities which use or keep dangerous substances. www.hse.gov.uk/comah/index.htm

Communications-Electronics Security Group (CESG): The UK national technical security authority, part of GCHQ. Advises Government departments and the armed forces on the security of their communications and information systems.

www.gchq.gov.uk/about/cesg.html

Connecting in a Crisis: A BBC initiative designed to foster effective public information during a crisis, especially at a local level. It offers guidance to the emergency planning community on how to engage in effective local relationships with the BBC so that if a crisis occurs, effective networks are already in place.

www.bbc.co.uk/connectinginacrisis/index.shtml

Consequences: The perceived or estimated potential impact resulting from the occurrence or suspected occurrence of a particular hazard, which is measured in terms of the numbers of lives lost, people injured, the scale of damage to property and the disruption to a community's essential services.

Cordon: Seals off a controlled area around an incident, preventing exit and denying access to unauthorised persons.

Critical National Infrastructure (CNI): The term given to the country's main telecommunications, banking and finance, energy, transport, and essential Government services, and the IT networks on which they rely.

CSIA: Central Sponsor for Information Assurance; a new unit in Cabinet Office. Works with partners in both the public and private sectors, as well as its international counterparts, to help safeguard the nation's IT and telecommunications services. The CSIA will provide a central focus for information assurance in promoting the understanding that is essential for government and business alike to maintain a reliable, secure and resilient national information infrastructure.

www.knowledgenetwork.gov.uk/CO/KIMSCSIA.nsf/0/7922576C7B1FC67E80256EA10038654E?OpenDocument

Cutaneous: An infection of the skin caused by contact with the causative organism (eg cutaneous anthrax).

D

Dealing with Disaster: Guidance for Government departments and the emergency services, updated in June 2003, in particular to take into account the CBRN threat.

www.ukresilience.info/contingencies/dwd/index.htm

Decontamination: The process of removing or destroying contamination. After a CBRN or hazmat incident, decontamination must be undertaken thoroughly and systematically to avoid spreading the contamination more widely and increasing casualties.

Defence NBC Centre (DNBCC): Sited at Winterbourne Gunner not far from Porton Down, this is the NBC training centre for UK military personnel. Some civilian training courses (eg for police officers) also take place at DNBCC.

www.mod.uk/issues/portondownvolunteers/winterbourne.htm.

Dirty Bomb: A popular term for one type of **Radiological Dispersal Device (RDD)**. This may combine a conventional explosive with radioactive material. In most instances, the explosive would have more immediate lethality than the radioactive material. A dirty bomb does not produce a nuclear explosion. However its psychological impact would be considerable, and if radioactive material was dispersed, this might necessitate protracted decontamination measures, "denying" an area to its normal inhabitants. See also **Radiological Dispersal Device (RDD) and Improvised Radiological Device (IRD)**.

DOP(IT): Defence & Overseas Policy, Sub-Committee on International Terrorism. It has two branches, both chaired by the Home Secretary :

DOP(IT)(T) oversees the work to strengthen our defence against *Terrorism*. Its formal title is the Ministerial Group on Preventive and Protective Security. Its remit includes civil aviation security standards, security at ports, terrorist financing and the protection of key sites.

DOP(IT)(R) works to build the UK's *Resilience* and ability to manage the consequences of major emergencies. It is the main ministerial committee for **Capabilities Programme** business. www.ukresilience.info/role.htm

Dosimeter: Device which measures exposure to ionizing radiation over a period of time.

Downwind Hazard Area: The area calculated to be at risk from chemical, biological or radiological contamination, after a release has occurred.

Dstl: Defence, Science & Technology Laboratory. An agency of MoD that carries out defence research. Formerly called Chemical & Biological Defence Establishment, and was part of DERA until that agency was partially privatised. The Dstl site at Porton Down has extensive expertise in defence against chemical and biological warfare and provides advice to government. www.dstl.gov.uk/

E

ECN: Emergency Communications Network. A private switched telephone network, providing a robust emergency communication system via dedicated PABX (private automatic branch exchange) switches. It provides links to local authorities, with connections to police and fire headquarters and a number of central Government departments. The network is managed by the **CSIA** in the Cabinet Office. www.ukresilience.info/contingencies/dwd/c3bresponse.htm , 3.72

Emergency: defined in legislation as 'an event or situation which threatens serious damage to human welfare, the environment or the security of the UK' (Civil Contingency Bill Part 1.1).

Emergency (Control) Centre: Operations centre from where the local authority's response to an incident is co-ordinated.

Emergency Planning College (EPC): Part of the **Civil Contingencies Secretariat**. The Government's centre of excellence for crisis management and emergency planning, at Easingwold in Yorkshire. www.epcollege.gov.uk/

Environment Agency (EA): Tackles flooding and pollution incidents, cleaning up rivers, coastal waters and contaminated land. www.environment-agency.gov.uk/

EOD: Explosive Ordnance Disposal. The bomb disposal team. www.army.mod.uk/royalengineers/org/33regt/index.htm

EPS: the Emergency Planning Society. Professional body for all those professionals with an involvement in emergency planning, crisis and disaster management. The membership is drawn from a wide range of backgrounds, including local government, industry, the utilities, the emergency services, volunteers, educational establishments, the legal profession and independent consultants. www.emergplansoc.org.uk/

F

Fallout: The radioactive particles that settle to the ground after a nuclear explosion.

FEMA: The Federal Emergency Management Agency - a former independent agency that became part of the new U.S. Department of Homeland Security in March 2003. Tasked with responding to, planning for, recovering from and mitigating against disasters. www.fema.gov/

Food Standards Agency (FSA): An independent food safety watchdog established in 2000 to protect the public's health and consumer interests in relation to food. www.food.gov.uk/

Forward Control Point: The place where each service has its last command and control point, responsible for immediate direction of the incident.

Forward Mounting Base: A spot close to the scene of an incident where Special Forces teams can prepare for, and then mount, an assault.

Friends and Relatives Reception Centre: Secure area set aside for use and interview of friends and relatives arriving at the scene (or location associated with an incident, such as at an airport or port). Established by the police in consultation with the local authority.

G

Gas-tight suit: A sealed protective suit with its own independent breathable air supply.

GCHQ: Government Communications Headquarters. One of the UK's three intelligence agencies (with the Security Service MI5, and the Secret Intelligence Service MI6). www.gchq.gov.uk/

Geiger Counter: Device for detecting ionizing radiation. Detection and monitoring equipment ranges from small handheld devices to larger ones mounted on vehicles, linked to GPS and computers tracking the extent of contamination.

GICS: Government Information and Communication Service, a national network of more than 1,000 communication professionals working in Government departments and agencies across the UK. www.gics.gov.uk/default.htm

GNN: Government News Network. GNN is the regional arm of the Government Information and Communication Service (GICS) and serves all the English Regions, Scotland and Wales. GNN acts as a regional arm for the press offices of Government Departments in Whitehall and elsewhere. It has a staff of 130 press officers. www.gnn.gov.uk/

Gold: Overall police commander who normally co-ordinates the strategic roles of the emergency services and other organisations involved. Gold is invariably located well away from scene of incident (base known as *Gold Control*). In practice, Gold will often be the Chief Constable of the police force concerned. Gold is point of contact with Whitehall departments and COBR. Terminology normally used by the police, but

often replicated by other agencies. Technically, Gold, Silver and Bronze refer to function, not rank.

Government Liaison Team (GLT): The link between strategic decision-making by **Gold** Control and **COBR**.

Government Offices for the Regions: These work on behalf of a range of Departments in key policy areas. There are nine such offices in England. Each includes the relevant **Regional Resilience Team**. www.rcu.gov.uk/GO/default.asp

GT: The major incident control room at New Scotland Yard.

GTA: Government Technical Adviser. A scientific expert, generally from the **Nuclear Installations Inspectorate**, who would attend a nuclear incident, providing advice to the Government. The GTA would issue official statements on the handling of the emergency, and on measures to protect the public.

GTPS: Government Telephone Preference Scheme. A system for ensuring users have priority in making landline calls. Under GTPS all telephones will still be able to receive calls. www.ukresilience.info/contingencies/dwd/c3bresponse.htm 3.71

H

Hazard: A terror-based, accidental or naturally occurring phenomenon with the potential to cause physical (or psychological) harm, damage or disruption

Hazmat: Hazardous materials.

Health & Safety Executive (HSE): Agency whose job is to help its parent organisation, the Health & Safety Commission, protect people's health and safety. HSE ensures risks are properly controlled, in factories, mines, farms, hospitals, schools, nuclear installations and other workplaces. Local authorities answer to the HSC for enforcement in offices, shops and other parts of the services sector. www.hse.gov.uk/

Health Protection Agency (HPA): Established in 2003. Its role is to advise Government on public health protection policies, and deliver rapid response to health protection emergencies, including the deliberate release of biological, chemical, poison or radioactive substances. It subsumed the former Public Health Laboratory Service. HPA staff include public health experts, specialists in infection control, epidemiologists, microbiologists etc. www.hpa.org.uk/

HPA "deliberate release" homepage:

www.hpa.org.uk/infections/topics_az/deliberate_release/menu.htm

HPA matrix of major Biological Agents (characteristics and treatment):

www.hpa.org.uk/infections/topics_az/deliberate_release/categoryaagentsmatrix.asp

Hospital documentation team: Team of police officers responsible for completing police casualty record cards in hospitals.

Hospital Friends and Relatives Reception Centre: An assembly point at a receiving hospital where friends and relatives can be received and arrangements made for their special needs. The receiving hospital is responsible for establishing the centre.

Hot Zone: During a terrorist or hazmat incident, the Hot Zone contains the affected area. It is also referred to as the Exclusion Zone. Its outer boundary is called the Hot Line, and should be clearly marked by hazard tape or other barriers. Under the same system, the *Warm Zone* is the adjacent area where the level of risk is lower, and in a hazmat incident decontamination of personnel and equipment takes place. The *Cold Zone* is the uncontaminated area where workers should not be exposed to hazardous conditions. The incident commander will be in the Cold Zone, as will medical staff treating casualties.

Hydrolysis: The process by which a chemical compound reacts with water.. In most cases, when a chemical agent hydrolyses the products are less harmful than the agent.

I

Identification Commission: Group representing all aspects of the identification process which is set up to consider and determine the identity of the deceased to the satisfaction of HM Coroner.

IED: Improvised Explosive Device, aka Bomb.

Improvised Nuclear Device (IND): A home made nuclear weapon.

Improvised Radiological Device (IRD): A source of radiation that has been concealed in a public place to expose passers by to radiation.

Incident Control Point (ICP): From here, emergency services tactical commanders run their response to an incident. Together, the ICPs are the focal point for co-ordinating all activities on site. Also known as **Silver Control**. In London, this group of ICPs has the collective name *Joint Emergency Services Control Centre*.

Incident Response Unit: the latest equipment supplied under the 'New Dimensions' arrangements to Fire and rescue Services to facilitate mass de-contamination in the event of a CBRN incident.

Information Assurance Advisory Council (IAAC): An independent forum set up in 2000 in response to growing concerns over the security and reliability of the critical information infrastructures that underpin the UK economy, Government and vital social services. IAAC draws members and sponsors from both private and public sectors. www.iaac.org.uk/start.htm

Integrated Emergency Management (IEM): The standard approach to preventing and managing emergencies, which entails five stages: assessment, prevention, preparation, response, recovery. As a doctrine, IEM aims to build greater resilience.

Investigating agencies: Those organisations that are legally empowered to investigate the cause of an accident (Air Accident Investigation Branch, Marine Accident Investigation Branch, HSE, etc.)

J

JHAC: Joint Health Advisory Cell. Multi-agency strategic group to give co-ordinated authoritative health advice at Gold level

Joint Intelligence Committee (JIC): The Cabinet Office body which sets goals and priorities for the intelligence agencies, evaluates their output, and provides intelligence assessments for the Prime Minister and other Ministers. The JIC comprises the heads of the agencies, its permanent chair and various specialist staff. It normally meets once a week www.archive.official-documents.co.uk/document/caboff/nim/natint.htm.

Joint NBC Regiment: Created after the Strategic Defence Review, and based at RAF Honington in Suffolk. Composed of two squadrons from 1 Royal Tank Regiment and 27 Squadron, RAF Regiment plus supporting staff from other army units. Principal role is to protect UK armed forces in the field from NBC threats http://news.mod.uk/news/press/news_press_notice.asp?newsItem_id=85.

Joint Terrorism Assessment Centre (JTAC): Co-ordinating group based in London staffed by representatives from the UK's intelligence and security agencies.

K

L

Lead Government Department (LGD): The particular department which co-ordinates central Government activity in response to a major emergency. Depending on the nature of the emergency, the LGD will vary. www.ukresilience.info/handling.htm

Line source: A way of describing the type of contamination source. The two main types referred to by the military are line source and **Point source**. If biological agent was sprayed from a vehicle driving along a motorway, a train, or an aircraft, the contamination would be described as having a line source. If agent was disseminated by a bomb exploding, or by someone opening a letter at their desk, the resulting contamination would be categorised as having a point source. See also **Plume modelling**.

Local Emergency Centre (LEC): Purpose-designed and equipped control centre for the co-ordination of the response to a nuclear emergency emanating from a civil nuclear power station.

Local Government Association (LGA): A voluntary lobbying organisation representing local government. Just under 500 local authorities in England and Wales (ie, almost all) belong to the LGA. It is based in Westminster. www.lga.gov.uk/

London Resilience Team: The Regional Resilience Team for London, based in the Government Office for London. Grouping of key agencies and organisations which, on a *full-time* basis, reviews contingency arrangements for London, and co-ordinates strategic emergency planning for the capital. The Team is staffed by a small core of civil servants, but most of its members are specialists seconded to provide expertise from partner organisations (eg London Underground, Thames Water, British Telecom). It takes its directions from the larger **London Resilience Forum (LRF)**, which is chaired by the Minister for Local Government and the Regions. Set up in the wake of 9/11, the LRF *meets as required*, and has a number of sub-committees and working groups concentrating on particular aspects of London preparedness. LRF meetings are attended by very senior figures from the emergency services and other key organisations; but the full-time, everyday work they direct is carried out by their more junior colleagues on the London Resilience Team.

M

Major Disaster Advisory Team (MDAT): A police service team available at short notice to give advice on certain aspects of major incident management.

Major Incident Control Room: Also referred to as **Gold Control**. Set up in protracted emergencies to co-ordinate the overall response, strategy, and ongoing resource requirements. A *major incident* is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or a local authority.

Maritime & Coastguard Agency (MCA): An executive agency of the Dept for Transport. During search and rescue operations, the Agency will control and co-ordinate activities from a Maritime Rescue Co-ordination Centre (MRCC).
www.mcga.gov.uk/c4mca/mcga-home/

Maritime Rescue Co-ordination Centre (MRCC): HM Coastguard regional centre responsible for promoting the efficient organisation of search and rescue services and for co-ordinating the conduct of search and rescue operations within a search and rescue region.

Marshalling Area: Place where staff and resources not immediately required at the scene of an incident can be directed to stand by.

Mass Casualty Incident (MCI): An incident causing casualties/fatalities on a scale that exceeds the resources of the emergency services to manage them. It may comprise a series of related events, and may develop over time (eg communicable disease). A situation in which normal major incident response will be insufficient.

Media (Briefing) Centre: Central location for media inquiries, with communications links and briefing facilities, and access to staff from the organisations involved in the emergency response.

Media Emergency Forum (MEF): An ad hoc group of senior media editors, Government representatives, local authority emergency planners, emergency services, police and private industry set up several years ago to consider media issues arising from civil emergencies. It develops best practice in getting the right information to the right people in an emergency. Its work has included developing protocols and high- level contacts for use in emergencies, and giving feedback after major incidents.

Media Liaison Officer: Representative who has responsibility for liaising with the media on behalf of his/her organisation.

Media Liaison Point: An area adjacent to the scene which is designated for the reception and accreditation of media personnel for briefing on arrangements for reporting, filming and photographing, staffed by media liaison officers from appropriate services.

Media Monitoring Unit (MMU): This unit keeps Government departments and agencies informed of news developments and media coverage, 24 hours a day.
www.gics.gov.uk/thegicstoday/gics-centre.htm

Medical Incident Officer (MIO): Doctor or medical professional with overall responsibility for the provision of advice and management of medical resources at the scene of a major incident. Liaises with ambulance staff, but is not a member of the mobile paramedic teams.

Military Aid to the Civil Authorities (MACA): Use of the military to assist the police, government departments or other civil authorities. Normally requested by a Chief Constable via the Home Office, which then gets formal agreement from the Ministry of Defence, though assistance in cases where human life is in danger can be authorised quickly at a local level. It is the judgement of the police as to when military support is needed and what form it should take. Examples would be bomb disposal, natural disasters, maintaining public order, and hostage rescue. If the police judge it necessary, the Home Secretary can agree general military support -- as during the security operation at Heathrow in February 2003.

www.mod.uk/issues/sdr/capabilities.htm#Annex

www.ukresilience.info/contingencies/dwd/c2borganisations.htm#military

Milling: A process by which material containing biological or solid chemical agent is ground into particles that are small enough to be inhaled deep into the lungs, and large enough to be retained.

Mutual Aid Arrangements: Cross-boundary arrangements under which emergency services, local authorities and other organisations request extra staff and/or equipment for use in a major incident.

N

NAPS: Nerve Agent Pre-treatment Sets. Tablets containing Pyridostigmine Bromide, given to military personnel before they are exposed. In combination with therapeutic drugs they form a system that provides protection against nerve agents (eg Soman).

National Air Traffic Services (NATS): Provides air traffic control services to aircraft flying in UK airspace, and over the eastern part of the North Atlantic. Each year NATS handles more than two million flights carrying over 180 million passengers. It is a Public Private Partnership between the Airline Group (7 UK airlines), BAA and the Government (majority shareholder). www.nats.co.uk/

National Arrangements for Incidents Involving Radioactivity (NAIR): Guidance drawn up by the National Radiological Protection Board to provide quick advice and assistance to police in the event of radiation incidents which might pose a threat to the public. NAIR does *not* cover dealing with casualties, or monitoring for radioactivity following an accident.

www.nrpb.org/publications/w_series_reports/2002/nrpb_w7.htm

NAIR is separate from NHS nuclear contingency plans. NHS guidance on handling of radiation incidents: www.doh.gov.uk/epcu/chp9/rad.htm

National Attack Warning System (NAWS): System designed to warn the public of air attack *in wartime*. When at full operational readiness during a time of tension, NAWS is able to transmit a warning message nationwide within 60 seconds of the instruction. A separate Protocol exists between the Government and major news organisations for the rapid broadcast of public safety announcements and warnings, in the event of a major national emergency.

National Counter Terrorism Security Office (NACTSO): A police unit which works to the Association of Chief Police Officers, co-ordinating police activities on counter

terrorism and protective security, including training. NACTSO develops and maintains strong links with organisations interested in improving their protective security and resilience -- eg the business community.

National Infrastructure Security Co-ordination Centre (NISCC): An organisation set up to co-ordinate work by Government departments, agencies and private-sector organisations to defend the country's Critical National Infrastructure against electronic attack. Home Office, Cabinet Office, MoD, GCHQ and MI5 are among those on the management board. Working on the basis of partnership, not regulation,

NISCC promotes protective security, and warning systems, and runs the Government's response team for computer emergencies (see **UNIRAS**).

www.niscc.gov.uk/

National Poisons Information Service (NPIS): Nationwide clinical toxicology service for healthcare professionals in the NHS. It provides information and advice on the diagnosis, treatment and management of patients who may have been accidentally or deliberately poisoned, through six UK centres. Hospitals and GPs can also access TOXBASE, the database of information on poisons.

www.dh.gov.uk/PolicyAndGuidance/HealthAndSocialCareTopics/HealthAndSocialCareArticle/fs/en?CONTENT_ID=4071277&chk=3bosxN

National Radiological Protection Board (NRPB): An independent body responsible for advising Government, other agencies and the public on protection from radiological hazards. After an accident, it would also advise on the risks from exposure to radioactivity and on countermeasures to protect the public. Its co-ordination activities come under the title National Arrangements for Incidents Involving Radioactivity (**NAIR**). It would also collate data on the hazard and on casualties, for submission to the UK's Radioactive Incident Monitoring Network (**RIMNET**), which was set up after Chernobyl. www.nrpb.org/

National Steering Committee on Warning & Informing the Public (NSCWIP): A partnership of central and local Government, emergency services, public utilities, industry, the media and professional organisations, established in 1995. It encourages improvements in arrangements for warning the public of actual or imminent threats to the population, and informs them of the appropriate action to take. It aims to foster a culture of public awareness about how to respond to major emergencies, and to ensure that available information and communication technology is fully exploited. www.nscwip.info/

NBC: Nuclear, Biological, & Chemical. Military term. Also referred to as **CBRN**.

New Dimension: launched post 9/11 to review fire and rescue service preparedness against a potential terrorist threat. The ODPM-led programme will ensure that the fire and rescue service is sufficiently trained and equipped to deal safely and effectively with major chemical, nuclear, biological and conventional terrorist incidents on a national scale. The Fire and Rescue Service, in partnership with the Department of Health, has accepted responsibility for the management of public mass decontamination in the event of radiological, biological or chemical attack.

www.odpm.gov.uk/stellent/groups/odpm_fire/documents/page/odpm_fire_022648.hcsp

News Co-ordination Centre (NCC): In the event of a crisis, emergency or major incident, the News Co-ordination Centre will be set up by the Government Information and Communication Service to support the lead government department. It will help co-ordinate the media and public information effort, and disseminate information within Government and key stakeholders. It can establish a central press office if the situation demands.

Nuclear Accident Response Organisation (NARO): MoD team whose job is to respond to an accident or incident, including those arising as the result of terrorist acts, involving nuclear weapons, special nuclear material, defence nuclear facilities or naval reactors. Much of NARO's planning and training centres on dealing with a transport accident involving nuclear weapons or materials. If an accident occurred involving US nuclear weapons, American personnel would join the response.
www.mod.uk/issues/laesi/section_b.htm

Nuclear Emergency Planning Liaison Group (NEPLG): A forum assembling a wide range of organisations with interests in civil nuclear emergency planning. Membership includes Government departments and agencies, and companies like BNFL and British Energy. DTI, the lead Government department in civil nuclear matters, chairs this group. www.dti.gov.uk/energy/nuclear/safety/emergency.shtml

Nuclear Installations Inspectorate (NII): Part of the Health & Safety Executive's Nuclear Safety Directorate, responsible for the inspection regime at all licensed nuclear sites in the UK. www.hse.gov.uk/nsd/nsd1.htm - 1

O

Office for Civil Nuclear Security (OCNS): An agency reporting to the DTI which regulates security arrangements for the protection of nuclear and radioactive material on licensed civil nuclear sites. OCNS reviews site security plans, conducts threat assessments, and inspects civil nuclear facilities. It also supervises the UK Atomic Energy Authority Constabulary, whose main job is to provide armed response capability at civil nuclear sites in the event of a terrorist attack.
www.dti.gov.uk/energy/nuclear/safety/dcns_report1.pdf

ODPM: Office of the Deputy Prime Minister, whose responsibilities include the Fire Service, local government, the regions, and liaison with the devolved administrations. ODPM is also responsible for **Regional Resilience**. www.odpm.gov.uk/
www.rcu.gov.uk/

Offgassing: The process by which an adsorbed chemical agent gives off vapour. If exposed casualties or victims are not properly decontaminated at the scene of a chemical incident, when they are transported elsewhere, for treatment or post-mortem examination, they will "offgas" and the vapour will contaminate others possibly causing further casualties. Offgassing was a problem, causing additional casualties, after the Tokyo subway Sarin attack of 1995.

Operation MARPLE: Multiple Agency Rendezvous Points for London Emergencies, used by the responding agencies.

Overall Incident Commander: Another term for **Gold**, the senior police officer in overall charge.

P

PACRAM: Stands for *procedures and communication in the event of a release of radioactive material*. This is a comprehensive Met Office package introduced in the 1980s to streamline the UK's response to any potential incident at a nuclear power plant, whether it occurs at home or abroad.

www.met-office.gov.uk/publicsector/emarc/pollution.html

Persistent (& non-persistent): see **Chemical contamination**

Plume modelling: Computer-based projection of the affected area after an incident of pollution or contamination, used to predict which areas may need to be evacuated or given special warnings. [DN. An "accurate" model might get within one order of magnitude of reality on a good day] Plume modelling factors in prevailing meteorological data (esp. wind direction and speed, atmospheric stability, whether it is raining), to predict the **Downwind Hazard Area**. Plume modelling works less reliably in urban areas, where streets and high-rise buildings cause micro-climates and inconsistent wind direction.

Point source: Term used when contamination has arisen in one location (eg a bomb explosion), rather than from a moving source like a plane or vehicle.

Police National Information Centre (PNIC): Centre established by the police to co-ordinate and disseminate information in a crisis (eg. for the purposes of mutual aid between forces).

Porton Down: One site of the Defence, Science & Technology Laboratory (Dstl) in Wiltshire. Part of the Ministry of Defence. www.dstl.gov.uk/

Potassium Iodide: Potassium Iodide (chemical label: KI) is a salt, similar to table salt. It protects the thyroid gland by blocking its uptake of inhaled radioactive iodine, reducing the risk of cancer. It is only effective against this specific threat, not as a general radioprotective agent. KI would therefore be more likely to be used after a serious civil nuclear accident.

PPE: Personal Protective Equipment. Includes protective clothing, respirators, etc. You might hear that the emergency services arrived at an incident "in PPE".

Press Liaison Point (PLP): A point at or next to the scene of an incident designated for use by accredited media representatives and through which official press releases will be issued.

Prophylaxis: Treatment given before exposure in an attempt to prevent disease or chemical poisoning. Examples are vaccination and **NAPS**.

PSTN: Public Switched Telephone Network. The international telephone system based on copper wires carrying analogue voice calls. As distinct from ISDN and FDDI (digital) phone systems.

Q

Quarantine: Isolation for a period of time to prevent the spread of disease. May be voluntary or enforced, and may be combined with a programme of **Vaccination**.

R

Radiation: Exposure is measured in millisieverts (mSv).

The approximate dose which is lethal if given to the entire body quickly and without treatment is 4,500 mSv.

An older unit for measuring dose is the millirem (Conversion: 100 millirem = 1 mSv).

The radioactivity of an object is measured in Becquerels (Bq).

Background

People in the UK receive an average annual radiation dose of about 2.6 mSv, 85% of which comes from natural radiation.

A chest X-ray will give you a dose of 0.1 mSv. Standing at the fence around a nuclear power station for a whole year will give you no more than 0.006 mSv.

The approximate dose which is lethal if given to the entire body quickly and without treatment is 4,500 mSv.

RAS: Radioactive Substances Division of DEFRA. Responsible for the Department's environmental interests in nuclear and radioactive matters, including radioactive waste management; environmental radioactivity, including radioactive discharges; contaminated land; and response to overseas radiological emergencies.

www.defra.gov.uk/environment/radioactivity/

RAYNET: Radio Amateurs Emergency Network. A national voluntary group of licensed radio amateurs, capable of providing emergency radio communications.

www.raynet-uk.net/main/whatisit-us.asp?m=2

RDD: Radiological Dispersal Device. A device designed to spread radioactive material through the environment. Devices can be active using explosives, pyrotechnics or sprays to disperse the material or passive using wind, water or the passage of people to spread the material.

Receiving Hospital: Any hospital designated by the health authorities to receive casualties in the event of a major incident. The ambulance service concerned may choose from a range of Receiving Hospitals, bearing in mind that they may need to use units with specialist treatment facilities, e.g. for burns.

Regional Civil Contingency Committee (RCCC): Committee, separate from RRF but sharing the same core membership, formed to co-ordinate regional response to an emergency and convened by the Government Office in the region..

Regional Media Emergency Forum (RMEF): Regional form of the Media Emergency Forum (**MEF**), which brings together local news media and emergency services so that area-specific information and advice can be quickly distributed in an emergency.

Regional Nominated Co-ordinator: Individual tasked with exercising co-ordination and leadership during emergencies, and speaking publicly on progress of a response. The postholders would be nominated in advance by organisations on the RRF, and would vary depending on the type of emergency.

Regional Resilience Forum (RRF): Group bringing together the key strategic players within the emergency planning community. The objective of the new regional tier is to improve co-ordination at the regional level, and to bridge the gap between local authorities and central Government. Regional Resilience Forums and Teams report to the **ODPM**.

Regional Resilience Team (RRT): A small team which continuously reviews contingency arrangements for a particular region, and co-ordinates that region's strategic emergency planning. Based within the relevant **Government Office** in each English Region. The RRT takes its directions from the Regional Resilience Forum. The concept has its origins in the lessons learned from the outbreak of Foot and Mouth Disease in 2001.

Rendezvous Point, RV Point (RVP): All staff and resources arriving at an incident Outer Cordon are directed to the RV Point to be logged, briefed, issued with equipment and deployed onto the scene itself. In large-scale incidents there may be more than one Rendezvous Point, and there is also often a separate *Media* RV Point.

Resilience: UK doctrine which centres on the ability to handle disruptive challenges that can lead to crisis, and withstand the consequences of any terrorist incident or disaster, eg. by sustaining services in spite of damage. Resilience is underpinned by extensive preparation, including scenario exercises.

Rest Centre: Building designated by the local authority for the temporary accommodation of evacuees, with overnight facilities if necessary.

RIMNET: The Radioactive Incident Monitoring Network, is the national radiation monitoring and nuclear emergency response system, set up after the Chernobyl disaster. It has 92 radiation monitoring stations, which automatically raise the alarm if abnormal rises are detected in the levels of radiation.

www.defra.gov.uk/environment/radioactivity/response/rimnet.htm

Risk: the product of the likelihood of harmful consequences arising from particular **hazards** or **threats**.

S

S10: The respirator used by the UK Armed Forces..

SAR: Search and Rescue.

SCG: Strategic Co-ordinating Group, normally made up of a nominated senior member from each of the key organisations involved with the emergency response. Based at an appropriate pre-planned location, away from the noise and confusion of any disaster scene, its role is to take strategic decisions in relation to the response, with the aim of achieving effective inter-agency co-ordination. Chairmanship may pass from one agency to another (eg: from police to local authority, to manage recovery). See **Gold**.

Secondary device: A device designed to harm responders to an initial incident, by exploding or releasing contamination close to them.

Secret Intelligence Service (SIS): Also known as MI6. The UK's foreign intelligence and security agency. Part of the Foreign Office. www.archive.official-documents.co.uk/document/caboff/nim/natint.htm

Security Service (MI5): The UK's domestic intelligence and security agency. www.mi5.gov.uk/

Senior Investigating Officer (SIO): Detective appointed to take charge of all aspects of the criminal investigation into an incident.

SF: Special Forces.

Silver: Tactical commander. Silver will attend the scene, take charge, and make tactical decisions to achieve the strategy set by **Gold**. Tactical command involves deciding priorities in allocating resources, obtaining more as required, and planning and co-ordinating when tasks will be undertaken. Silver avoids becoming embroiled in activities close to the incident, remaining detached, and instructing operational commanders (**Bronze**). Terminology normally used by the police, but often replicated by other agencies. Technically, Gold, Silver and Bronze refer to function, not rank.

Skyshout: Public address system mounted on police helicopters.

SO13: Anti-Terrorist Branch of Metropolitan Police.

www.met.police.uk/terrorism/index.htm

SO19: Force Firearms Unit, Metropolitan Police. www.met.police.uk/so19/index.htm

SOCO: Scene of Crime Officer. Police officer responsible for gathering primary evidence at the scene of an incident.

SOP: Standard Operating Procedure. A formal method or protocol, usually written, for carrying out a specific procedure.

Spore: The response of certain microbes like Anthrax, to unfavourable environmental conditions. Spores are a dormant form of the organism that enable it to survive until favourable conditions return..

SPX: Smallpox.

Strategic level: See **Gold**.

Strategic Co-ordination Centre

The (usually) police buildings used to house the Strategic Co-ordinating Group, and supporting cells to assist the Gold Commander deliver his/her strategy.

Survivor Reception Centre: Safe area established by local authority where survivors who do not require acute hospital treatment can be taken for short-term shelter, first aid and interview.

T

TA: Territorial Army.

<http://www.ta.mod.uk/>

Tabard: Sleeveless identification vest, often in dayglo yellow with reflective strips, worn by emergency services.

Tactical level: See **Silver**.

Technical Assessment Group (TAG): A group of senior staff at **Porton Down** which acts as a focal point for all chemical and biological advice during an incident.

Temporary mortuary: Facility accessible from a disaster area designated for temporary use as a mortuary and adapted for post mortem examinations to take place.

Threat (1): The intent and capacity to cause loss of life or create adverse consequences to human welfare (including property and the supply of essential services) the environment or security. Hence **Threat (2)** - The term used by Government agencies when describing a generalised need for awareness. The second level is **Alert**, when there is a need for particular public vigilance and readiness to take specific action. On the scale of escalating official terminology, the third is **Warning**, which is used on occasions when there is specific intelligence about a time and place, and when the authorities need to take action to protect people's safety.

Thuraya: A handset which integrates satellite, GSM and GPS communications, offering voice, data, fax, SMS and global positioning services. As a phone, it switches automatically to satellite whenever it leaves local GSM networks.

Toxin: A by-product produced by a plant, animal or micro-organism that is toxic if adsorbed by humans or livestock.

TPU: Terrorism & Protection Unit, at the Home Office.
www.homeoffice.gov.uk/terrorism/index.html

Triage: The process by which medical staff assess casualties and prioritise their treatment at the incident site or the Casualty Clearing Station. Triage may also take place on arrival at a Receiving Hospital.

U

UK Atomic Energy Authority (UKAEA): Government agency responsible for managing the decommissioning of the nuclear reactors and other radioactive facilities in a safe and environmentally sensitive manner. Mainly funded by the DTI. It has its own armed police force, the UKAEA Constabulary, which protects civil nuclear sites and escorts nuclear material in transit. www.ukaea.org.uk/

UK Resilience: Main website for information on **Resilience** issues and the **Civil Contingencies Secretariat**. Maintained by the Cabinet Office.
www.ukresilience.info/

UNIRAS: The Government's Computer Emergency Response Team, which provides a real-time helpdesk and early warning function for its customers. Originally they were limited to Government departments and agencies, but the list has recently been expanded to include companies holding sensitive Government contracts, and critical-infrastructure organisations. Consequence management is provided by UNIRAS's specialist Electronic Attack Response Group. www.uniras.gov.uk/

V

Vaccination: Injection of a vaccine to create immunity from a disease. When the specific vaccine needed is available, this is one of the options the authorities will consider when faced with a biological attack or an outbreak of communicable disease.

VCP: Vehicle Check Point.

Vulnerability: The susceptibility of a community, services or infrastructure to damage or harm by a realised hazard or threat.

W

Warm Zone: At an incident involving CBRN or hazmat, the Warm Zone is between the contaminated and uncontaminated areas. Personnel operating in this area will still need to wear PPE but are unlikely to encounter liquid contamination.

Warning: The third level on the escalating scale of official terms used by Government agencies when describing the security situation to the public. Warnings are reserved for occasions when there is specific intelligence about a time and place, and when the authorities need to take action to protect people's safety. The scale starts with **Threat** (a generalised need for awareness); escalates to **Alert** (need for particular public vigilance and readiness to take specific action); and finally Warning.

Welfare Co-ordination Team: Normally led by the local authority Social Services Director or deputy, designed to look after the longer-term welfare needs of those injured in, or affected by, the incident. May include representatives from other local authority departments, police, religious and voluntary organisations.

WIP: *Warning & Informing the Public* workstream. Includes public education on what to do in the event of a catastrophic incident; developing public alert mechanisms; and arrangements for Government to provide rapid, authoritative information and advice to broadcasters for transmission to the general public. Cabinet Office lead.

Workstream: One of the 17 specific projects in the **Capabilities Programme**.

X Y Z

TERMS SPECIFIC TO WALES

Wales Resilience Forum: The Wales Resilience Forum (WRF) is a standing body, chaired by the First Minister or the Minister for Social Justice and Regeneration. It provides multi-agency strategic advice to civil protection and emergency planning at an all-Wales level. It provides a forum for Chief Officers to discuss with Assembly Ministers strategic issues of emergency preparedness in Wales. Assembly officials provide secretariat support for the forum. The forum requires senior representation from Welsh Assembly Government, local authorities, the emergency services, the armed forces, the Environment Agency, NHS Wales, the Maritime and Coastguard Agency and the Health and Safety Executive. The WRF meets at regular intervals for planning and preparation matters and it functions in the same way as the Regional Resilience Forums in England.

Wales Civil Contingencies Committee (WCCC):- The WCCC would be formed in response to an emergency situation and would be chaired by the First Minister or Minister for Social Justice and Regeneration. The WCCC will be comprised largely of WRF members and other ad hoc members whose attendance is required for their expertise in the specific emergency. In the event of an emergency requiring Emergency Regulations to be made the WCCC will have a pivotal role in supporting the 'Welsh Emergency Co-ordinator' (WEC) who would chair the Committee and be responsible for the use of emergency powers. The committee would require senior representation from Welsh Assembly Government, local authorities, the emergency services, the armed forces, the Environment Agency, NHS Wales, the Maritime and Coastguard Agency and the Health and Safety Executive.

Wales Emergencies Working Group (WEWG) :The Wales Emergencies Working Group provides a means for all organisations comprising the emergency planning community in Wales to have an opportunity to contribute, at officials level, ideas and suggestions to improving emergency planning arrangements in Wales. The Group is chaired by the Head of Human Resources (Emergencies) Division of the Welsh Assembly Government and also includes representatives from local authorities, the emergency services, the armed forces, the Environment Agency, NHS Wales, the Maritime and Coastguard Agency, the Health and Safety Executive and the joint-agency groups. The Welsh Assembly Government also provides secretariat support.

The general role of the WEWG is to report directly to and support the WRF and facilitate co-operation between practitioners on a Pan-Wales basis. In addition to those organisations represented on the WRF, a representative from each of the 4 regional multi-agency groups, Custom & Excise, the Emergency Planning Society and utilities are invited to attend the Group. During an emergency the WEWG would support the WCCC as the WCCC(Officials).

Local Resilience Forums: There is a requirement under Part 1 of the Civil Contingencies Bill and the accompanying regulations for local responders to establish Local Resilience Forums in each police force area. The establishment, organisation and the processes of these Forums will be a matter for negotiation between local responder organisations. Such Forums already exist in Wales in the 4 police areas under various names:

- South Wales Emergency Services Liaison Committee (SWESLC),
- North Wales Strategic Emergency Planning Group (NWSEPG),
- Gwent Joint Services Emergency Planning & Liaison Group (GJSEPLG); and,
- Dyfed Powys Emergency Policy Co-ordination Group (DPEPCG).

Wales National Emergency Co-ordination Arrangements - The Wales National Emergency Co-ordination Arrangements set out the structures for the integration at an all-Wales level for the response to a wide-area emergency in Wales. The arrangements, which have been produced and agreed by the WEWG, reflect the principles contained in *Dealing with Disaster* and provide a framework for the management of a Welsh national crisis. These arrangements define the roles and responsibilities of agencies and committees on a Pan-Wales and local-level basis. They would only apply to a wide-area emergency and would not interfere with the multi-agency operational response to a local emergency. The generic nature of the arrangements provides flexibility and they can be adapted to form the basis of a response to any emergency affecting Wales.

TERMS USED BY THE MEDIA

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X-Z](#)

A

Actuality: Sound, recorded or transmitted, of real events.

Agreed doorstep: Interview outside a building or home, by prior arrangement. In contrast to a **Doorstep**, where the interviewee may be surprised and/or unwilling. With politicians in particular, agreed doorsteps sometimes involve an understanding that they will field questions on a certain topic, but will not be asked about other matters.

Analogue: Broadcasting technology based on sending a signal as a wave. Becoming obsolete with the arrival of **Digital**, which makes much more efficient use of the spectrum.

Arc'ing: The process of changing the aspect ratio of a TV picture shot in 4:3 format into widescreen (16:9) format. "Have those crash shots been *arc'd* yet?"

As live: A broadcast item which is recorded in such a way that it will appear to be live when transmitted.

Aston: On-screen titling (eg interviewee's name, "Library Pictures" etc). Sometimes referred to as a **Super**, **Name super**, **Motif**, or **Caption**.

Autocue: Prompting device for newsreaders which displays the text they are reading on the lens of the camera. Also known as **BDL** or **Teleprompt**.

B

Back-lit: Illuminated from behind.

BDL: Same as **Autocue** or **Teleprompt**.

Bongs: Headline sequence at the start of some news programmes.

Bigfoot: When a senior correspondent is assigned to take over from a reporter on a story, the journalist losing out is said to have been "bigfooted".

Bigscreen: Term describing TV reports in which the correspondent or presenter stands in the studio in front of a large screen on which pictures, soundbites and graphics are played. Refers not just to the hardware itself, but to this type of TV report.

Break in: To interrupt a scheduled programme in order to broadcast something unscheduled. "We *broke in* to Holby City to flash the shooting."

C

Cable duct: Permanent tube which carries cables under a road or obstacle. Eg between Buckingham Palace and Canada Gate. Expensive.

Cable run: The route a cable takes from A to B.

Channel ident: "You're watching BBC News 24 / Sky News" etc.

Cherrypicker: A hydraulic hoist with a bucket, often used to allow cameras to film an incident scene.

Clean feed: A feed of studio sound to a reporter or guest on location, but without their own voice. Usually delivered via an earpiece, but a speaker may be used. Clean feed is also referred to by the US terms **IFB** and **Mix minus**.

Clean FX: A feed of sound and/or pictures without reporter commentary. (FX is an abbreviation for Sound Effects).

Commentary position: Vantage point from which TV or radio reporters can describe an event.

Comms: Communications between the studio and broadcasters on location.

Crash: To keep broadcasting through what would normally be a fixed point, perhaps because a major live event is continuing. Not always clean and graceful. "We *crashed* the pips at 8 o'clock".

Cross the line: In live coverage of consequential action (eg Queen's carriage proceeding down The Mall), "crossing the line" would mean to arrange cameras so that on the carriage exits one shot going from left to right, but in the next one it re-enters the picture travelling from right to left, thus confusing the viewer.

Cue vision: A TV monitor set up so the reporter or contributor on location can see what's actually being transmitted.

Cue sound: A sound feed allowing a reporter or contributor on location to hear the programme being broadcast, and any questions being asked of them.

Cutaway: An alternative shot which allows either the director of a live programme or the editor of a VT report to cut away from the main subject either to vary the shot or in order to cut back to the subject in a different position.

Cut spot: Another term for an edited TV report.

D

DEL: Direct Exchange Line. A bog standard BT line.

Digi-link: Type of camera which uses a digital microwave link to relay pictures, usually over a short distance (eg to a nearby satellite truck).

Digital: Broadcasting technology based on sending a signal as a series of digits. Makes more efficient use of the spectrum than **Analogue**, and signal is more robust.

Dish: Satellite dish. May also mean the *vehicle* carrying it ("Where's the dish going to park?").

Distribution amplifier (DA): Box which has one line going into it, and several leaving it, allowing distribution of audio or video material to multiple destinations. Often used at news conferences or set-piece events where pooled material is being shared by broadcasters. The term sometimes specifies whether signal is audio (ADA) or video (VDA).

Donut, Live Donut: Reporter on location introduces either a guest or a recorded item. May be done live, or **As live**. Compare **Top & tail**.

Doorstep: Interview as someone emerges from a building, often their home. Not always with consent, or prior notice. (See **Agreed doorstep**).

Downlink: To receive TV pictures via satellite, either at an outside broadcast location, or at base.

DR: Despatch Rider. Invariably armed with their own camcorder, nowadays despatch riders often provide the first broadcast pictures of an incident.

DTL: Down The Line. Usually refers to a live interview, and in television terms one that is in-vision.

Dual path: The ability of a satellite dish or truck to broadcast two separate sources simultaneously, eg feed TV report for Six O'clock News *while* doing live 2-way interview for News24.

E

Edit Caravelle: Van housing an entire TV edit suite, for on-site editing of reports.

Elephant trunking: A hard plastic base, grooved to carry cables. Sloped edges allow vehicles to drive over it without damaging the cable.

Embedded: Term referring to journalists who have been attached to military units or other organisations under pool arrangements over a period of time.

Embedded audio: Audio which has been digitally encoded as part of the video signal.

F

Feed: To send material from an outside broadcast location to somewhere else (usually the media organisation's HQ). A feed is usually described in terms of the satellite time booked for it.

Feed point: Normally means a fixed position installed by broadcasters at frequently used locations, reducing the need to deploy mobile resources like satellite trucks. There are feed points at the Old Bailey, and the High Court, for example. May also refer to regional broadcasting centres -- anywhere TV material can be fed from.

Fibre: Fibre-optic cable capable of carrying a variety of audio and video circuits.

Fixed point: A camera in a fixed position.

Flash: Newsflash, or unscheduled news announcement. Also a verb: “We *flashed* the shooting.”

Flyaway: A satellite dish which can be broken down sufficiently to be flown as cargo to the story location, and then reassembled.

Four by three (4:3): This relates to the aspect ratio of a TV shot, confirming that it is not in **Widescreen** format. See **Sixteen nine (16:9)** & **Arc’ing**.

FX: Natural sound or atmosphere recorded at the same time as TV rushes. On an edited TV report, there are usually two sound channels: one is used for voicetrack and soundbites, the other for FX.

G

Gallery: The room from where a news programme is run once it’s on air. The director, programme editor, sound supervisor and vision mixer all sit here facing a mass of monitors. If the story warrants it, the function of the gallery can be temporarily replicated at the scene of an incident by an Outside Broadcast **Scanner**.

Goldfishing: When a shot shows someone talking, but the sound isn’t faded up.

Grab: Used by some broadcasters instead of **Soundbite**. Can also refer to a still picture captured from video.

GV: General View or shot, often referring to buildings. “Can we film some GVs of Scotland Yard?” etc.

H

Hoist: Crane-like device with bucket used by broadcasters to allow their cameras the height from which to shoot pictures of an incident scene. See **Top shot**.

Hot head: Any remote-controlled camera.

Hub: Similar to **Gallery**, but usually for a programme or special event involving many outside sources of sound or video.

I

Ident: Reminder to viewers which channel they are watching. Also, from reporters on location, remarks made or repeated to identify themselves and their OB location to technical staff back at base.

IDD: International Direct Dial. A telephone line which can dial out directly to international numbers. As in: “Will the media centre phones be IDD?”

IFB: Interruptible Fold Back. The US term for **Clean feed** or **Mix minus**.

Inject box: Same as **Feed point**; the box itself into which broadcasters' cables must be plugged.

Inject point: Same as **Feed point**.

In-vision: Sometimes comes as part of a warning to officials and bystanders at an incident. Normally means “viewers can see you”.

ISDN: Integrated Services Digital Network. A system of digital phone connections, which allows data to be transmitted simultaneously across the world using end-to-end digital connectivity. Using adaptors known as Codecs at either end, ISDN can be used to deliver high quality audio in real time.

J

Jimmy jib: A type of crane on which a remote-controlled camera is mounted. Counterbalanced with a weight at the back, to allow smooth movement. Typically 3m-7m long.

Junction: A set point on the schedule where one programme has to end in order for the next to start on time. Major junctions are on every hour (or fractionally before), and on the half hour. “We’ll have to wind up this guest now, if we’re going *to hit the junction.*”

K

L

Link: Generic term for a sat dish. Historically, a terrestrial link requiring line of sight to a fixed receiving station (eg Crystal Palace, Barbican).

Live: Happening now. An interview or contribution to a programme, conducted live.

Live shot: At an incident, cameras without reporters standing in front of them may well be offering a live shot to their programmes. This is especially likely on the hour and half-hour, when news programmes run their headlines and may choose to accompany them with live pictures.

Locked off camera: Camera whose shot has been fixed to provide a (usually) general shot of the incident scene.

LVO: Live voiceover. When the presenter reads live over some pictures. Same as **Underlay** and **OOV**.

M

Microwave link: A means of transmitting TV material over line of sight. As distinct from a satellite link.

Mix minus: Another term for **Clean feed** or **IFB**. Literally, a mix of all the sound sources, minus yourself.

Mixed: A TV report is “mixed” when both the voicetrack and the FX channels have been combined into one single channel before it is fed back to base. This limits later use of the material, since anyone wishing to re-edit the pictures will find not just natural sound but also the reporter’s original voicetrack – which may be unwanted and by then obsolete. (See **Split track**). All but the simplest Radio reports also need to be mixed before they are transmitted, blending the different sound ingredients together, at the right level in relation to each other.

Motif: On-screen titling or name label. Same as **Aston**, **Super**, **Name super**, or **Caption**.

Multi camera: An Outside Broadcast involving more than one camera.

N

Noddy: A shot designed to help editing TV interviews. The reporter is seen nodding or listening, allowing the editor to cut away from the interviewee.

NTSC: National Television Standards Committee standard. The North American standard (525-line) analogue video signal. As distinct from **PAL**.

O

OB: Outside Broadcast.

Off air: Not broadcasting ("the programme is off air"); or a means of monitoring your own output, usually an ordinary TV or radio.

Off tube: When a reporter giving commentary on an event has to rely on watching a TV monitor, they are then commentating "off tube".

One man band (OMB): A one-person camera crew, with the camera operator doubling up as sound recordist and lighting expert.

One plus one: A broadcast interview, in which a presenter interviews one guest. If there were three guests it would be "one plus three", etc. Sometimes in figures: *1+1*, or *1-2-1*.

OOV: Out Of Vision. Edited pictures which are broadcast without reporter commentary, but voiced-over live by the presenter in the studio. See also **Underlay**, **LVO**.

OS: Outside Source. A sound or vision feed coming in from somewhere else.

Open-ender: When a network broadcasts continuous news on a major story. Also known as **Rolling news**.

P

PAB, or PASB: Programme As Broadcast. A recorded copy of what went out on air.

PAL: Phase Alternating Line. 625-line analogue video standard for television in Europe and throughout the world -- other than where **NTSC** or **SECAM** is used.

Pay-off: The last sentence or so of an edited TV report. Sometimes incorporates a *sign-off* (repeating the correspondent's name, and the channel for which he or she is reporting).

Phono: An interview or report over a telephone line.

Piece: A report. In TV and radio, when the report is a series of interview clips linked by the reporter, it may also be called a **Package**.

Piece to camera: Also known as a PTC. Element of an edited TV report, in which the reporter stands in the shot addressing the camera. You will also hear it called a *Straight piece* and a *Stand-up*.

Pips: In radio, the Greenwich Time Signal approaching the hour.

Plasma: Plasma screen (in studio), which displays the shot offered by a live camera. On location, a TV team might be warned to keep the live shot steady because "You're in the Plasma".

Platform: Mounted on scaffolding, a purpose built platform from which TV cameras can shoot, and reporters do stand-ups.

Polecam: A remote camera mounted on a pole.

Pool: An arrangement by which a single broadcasting organisation is allowed access to a site or event, on condition that it makes its material available without delay or charge to its rivals. Pools run on trust, and good faith. They are usually arranged by the news organisations themselves, after the authorities have presented them with a choice between having no access at all, or strictly limited access. To avoid unfair advantage, an organisation conducting pool coverage may not use such material for its own purposes until rivals have been given their copy. Similarly, a TV crew would not be allowed to take advantage of pool access to record a piece to camera with their own reporter. A typical pool at a UK incident might involve one British TV crew, one international agency crew (APTN or Reuters), one radio reporter, one newspaper reporter and one PA reporter. For some events, one broadcaster gets access and provides a live **Pool feed** to all its rivals. See also **Unilateral**.

Pot: Short for a *pot cut*: fading the sound down very fast while a (usually recorded) item is playing. If the right gap in speech is chosen the listener remains unaware. Usually the result of miscalculation in programme timings, or the need to make space for the inclusion of a late item. "We had to *pot* out of Smith's piece, to take the Blair presser live."

Pre-fade: When a sound channel is set so that a contributor, presenter or producer can hear what's on it, but the audience cannot. Before being interviewed down the line, a guest's microphone would normally be *pre-faded* so the producer of the programme can greet them and explain what's about to happen.

Pre-shoot: Material filmed in advance of an event or news story in the diary.

Presser: Press conference, aka news conference.

PSC: Portable Single Camera. A TV news camera. No longer a term heard very often.

Pundit: Expert interviewee. Also known as a **Talking head**.

Q

R

Radio backpack: Means by which a radio reporter can broadcast at a location without the restriction of cabling.

Radio cam: TV camera used on location which can transmit (eg to sat truck for onward transmission to base) without the need for cabling.

Radio mike: Microphone often used by TV crews which removes the need for the reporter or interviewee to be attached by a wire to the camera.

Radio Car: Despite its name, it is important to note that this is usually a *large van*. It is a technical vehicle, containing an entire radio studio. Sometimes officials refuse parking permission for the Radio Car near an incident, because they do not realise what it is, and believe it is "just a car".

Repeat sound: When an interviewee or reporter onsite hears their own words bounce back at them with a slight delay in the earpiece, because they are not being sent proper **Clean feed**. Very distracting; usually causes the person to stumble and lose track of what they are trying to say.

Reverse Two-shot: A shot designed to help editing TV interviews. Filmed from behind the interviewee, showing his/her back as they talk and also the face of the listening reporter. Slightly more sophisticated version of a **Noddy**.

Rolling news, Rolling mode: When a network broadcasts continuous news on a major story. Also known as an **Open-ender**.

Roof rig: A terrestrial transmitter installed on the roof of a building to allow line of sight to a receive point. Used where parking is impossible or at a premium (eg in Strand for duration of Hutton Inquiry).

ROT: Recording Off Transmission. A copy of what actually went out on air. "Have you got an ROT of the Ten O'clock News?"

Roving camera: Any camera not at a fixed point.

Running order: The order in which stories are transmitted in a news bulletin.

Rushes: Raw, unedited TV pictures.

S

Sandwich, Live Sandwich: An in-vision contribution by the reporter either side of a recorded item. Also known as a **Top & tail**.

Satellite truck, Sat truck, Satvan: The most common means of feeding TV material from the scene of an incident or story. NB: since the satellites used by broadcasters are geo-stationary above the Equator, a satellite truck operating in the Northern Hemisphere will require clear sight of the *Southern* sky.

Scanner: Another word for an OB vehicle or large satellite truck.

Scissor lift: Large platform, hydraulically elevated, enabling a camera operator, reporter and several interviewees to be raised above an incident scene.

SDI: Serial Digital Interface. The new standard for digital video. Most new broadcast digital equipment includes SDI, which greatly simplifies its installation and signal distribution.

SECAM: An analogue video format used in France and some other countries.

Simulcast: Simultaneous broadcast over more than one transmission system or channel, eg "the newflash was simulcast on BBC1 and News24".

Sixteen nine (16:9): This relates to the aspect ratio of a TV shot, confirming that it is in widescreen format. See **Four by three (4:3)** & **Arc'ing**.

Slash and burn: Rapid, no-nonsense editing of a TV report, sacrificing normal aesthetic considerations in the interests of getting it on air.

Soundbite: Comment selected from a raw interview or speech as the quote which will be included in a TV report. Also known as a **Syncbite** or a **Grab**. Recorded TV interview material is sometimes referred to as **Sync**.

SOF: Sound On Film, nowadays often meaning actuality or natural sound. A moment in a TV report where the sound effects are faded up momentarily is known as an *Up-SOF*. Some broadcasters use SOF to mean interview material.

SOT: Sound On Tape. As above.

Space segment: A satellite booking: a period of satellite time purchased from a provider (eg Eutelsat).

Spike: To spike a story is to drop it. From print journalism. Broadcasters tend to *Kill* a story.

Split track: The simultaneous but separate recording of both the voicetrack and the FX channels of an edited TV report when it is fed. This allows the greatest flexibility in its use at base, in particular for the re-editing of the pictures and natural sound without intrusion from the reporter's original voicetrack. See **Mixed**.

Stand-up, Stand-upper: Usually means a **Piece to Camera**. Can also refer to live contributions to camera by the reporter.

Stand-up position: A spot where those controlling the scene of an incident allow TV reporters to record Stand-ups, or to be interviewed live on camera. The spot usually affords a view of the scene, or (in the early stages of an incident) emergency workers/vehicles.

Steadicam: Camera worn on a harness which stabilizes the shot by removing the influence of the operator's body movements. Seen regularly on the touchline at football matches.

Streaming: Playing audio or video as it is downloaded over the Internet, as opposed to storing it in a local file first. Requires a fast connection and a computer powerful enough to decompress the material in real time.

Super or **Name super**: Another word for an **Aston**, the name label that identifies interviewees on television.

T

Talking head: Same as **Pundit**.

Tease, Teaser: Mention of a new item coming later in the programme, to keep viewers interested. Also called **Promo**, **Pre-comms** (just before a commercial break).

Teleprompt: Same as **Autocue**.

Temporary studio: Often built for big stories or incidents, sometimes well in advance if the event is diaried.

Throw: Live handover from presenter in studio to a reporter on location. “We *threw* to Joe Bloggs at the scene, for a one plus one with the Chief Constable”.

Tie line: Physical connection between one broadcast area and another: eg between the studio and a gallery.

Titles: The graphics-based opening to a news programme.

Top & tail, Live top & tail: An in-vision contribution by the reporter either side of a recorded item. Also known as a **Sandwich**. May be in practice the same as a **Donut**.

Top shot: Overview of an incident scene, provided by a camera high up on a building; in a chopper, plane or balloon; or on a mechanical hoist.

Track: The reporter's voice track.

Tracking shot: Dynamic shot in which the camera itself moves. A tracking shot might follow behind a person walking into a room; keep pace with a reporter recording a walking Piece to Camera; or be filmed from a car as it drives along to show the route it is taking.

Trunking: Same as **Elephant trunking**.

Two-shot: a shot designed to help editing TV interviews. It is filmed from behind the reporter, to show his/her back and the interviewee's face. The reporter looks as if he/she is asking a question. The visual change allows the editor to cut away from the standard shot of the interviewee talking. Alternatively, filming can be done from behind the interviewee, showing the face of the listening reporter; this produces a **Reverse Two-shot**.

Two-way: Interview, in which the reporter onsite is questioned by the presenter in the studio.

TX: An abbreviation for *Transmission*.

U

Underlay: Term used by some TV broadcasters, equivalent to OOV.

Unilateral: A filming facility or use of resources such as a satellite feed, to which only one organisation has access. The opposite of a **Pool**. Applies on a wider basis too: in a war, while officially embedded reporters pool their material with all other broadcasters, those who go under their own steam and do not share their material, are known as Unilaterals.

Uplink: Specifically refers to a *satellite* link.

V

Videowall: Large video screen, or composite of screens.

VNR: Video News Release. Video material released either to tell a story, or to help illustrate it.

Voiceover / Voicetrack: Script read by the reporter to accompany the pictures in a TV report.

VT: Video Tape. May also refer to an individual report, "Is Smith's VT ready yet?" etc.

W

Wallpaper: Television pictures used unimaginatively but unavoidably to accompany a necessary piece of voicetrack, often on a subject hard to illustrate with fresh or interesting pictures.

Webcast: A broadcast over the Internet.

Widescreen: The picture format now used by the BBC. Its technical aspect ratio is 16:9. The alternative format is 4:3, and is used by other broadcasters (eg ITV News and Sky News).

Wind, Wind up: In broadcasting, an instruction given to someone to hurry up and finish speaking.

X

Y

Z

OTHER GLOSSARIES

Business Continuity Institute: www.thebci.org/glossary.html

Business Continuity Magazine:

www.kablenet.com/kbc.nsf/WebPagesFrontPage/Glossary?opendocument

Dealing with Disaster: www.ukresilience.info/contingencies/dwd/annexe.htm

Dept. of Health:

www.dh.gov.uk/PolicyAndGuidance/EmergencyPlanning/EmergencyPlanningFAQ/fs/en?CONTENT_ID=4038472&chk=UUZcuH

FEMA: www.fema.gov/pdf/preparedness/glossaryterms.pdf

Foot & Mouth Disease: www.nao.org.uk/publications/nao_reports/01-02/0102939appendices.pdf

Home Office: www.homeoffice.gov.uk/docs/sect8.pdf

London Prepared: www.londonprepared/glossary/index.htm

Lothian & Borders Police: www.lbp.police.uk/freedom-of-information/abbreviations.asp

NSCWIP: www.nscwip.info/appendixi.pdf

Northern Ireland Executive: <http://cepu.nics.gov.uk/guidetoevacuation/appendixa.htm>

Rivers Agency Northern Ireland: www.riversagencyni.gov.uk/index/glossary.htm